



City of Annapolis
Office of Human Resources
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Position Vacancy Announcement

Position	Police Officer (4009) Lateral only (MPTC Certified)	Opening date	February 5, 2013
Department	Police	Closing date	Open Until Filled
Salary range	\$43,860.00 - \$70,176.00 (P10)		

Please visit www.annapolis.gov for further details.

General statement of duties

Performs general duty police work in the protection of life and property through the enforcement of laws and ordinances; does related work as required.

Distinguishing features of the class

This is general duty police work consisting of routine patrol work in an assigned area, preliminary investigation and miscellaneous duties incidental thereto, performed in accordance with department rules and regulations. A senior officer regularly checks the work and gives specific instructions and assistance when special problems arise, although a Police Officer is required to exercise initiative and discretion when faced with emergency conditions. The work involves an element of personal danger. A Police Officer may be assigned to make plainclothes investigations or to serve in special capabilities such as helicopter dispatcher or community relations representative for the division. Although Police Officer/Police Officer First Class perform the same tasks, the concept of the class is based upon the assumption that Police Officer First Class brings a higher level of knowledge and skills to the job as evidenced by passing a competitive, job related promotional examination and certification from resulting eligible list.

Examples of work (illustrative only)

- Enforces the law and ordinances of the City and State and all other pertinent laws;
- Patrols an assigned area during a specific period and/or responds to a call in motorized police equipment or on foot;
- Checks doors and windows and examines premises of unoccupied buildings or residences in order to detect any suspicious conditions;
- Investigates suspicious conditions and complaints and makes arrests of persons who violate laws and ordinances;
- Accompanies prisoners to headquarters, jail or court and appears in court as arresting officer;
- Maintains surveillance and contact with known criminals and their associates;
- Directs traffic and either arrests or gives violation tickets to those who break traffic laws;
- Checks automobile parking in restricted areas and gives violation tickets when necessary;
- Works at desk, answering telephone, dispatching patrol cars, operating radio transmitter, maintaining records, preparing reports and performing other clerical and administrative duties;
- Prepares and gives lectures to school, civic and other groups;
- Attends fires or accidents in assigned area as directed, gives all possible assistance and prepares necessary reports;
- Maintains order in crowds and attends parades, funerals or other public gatherings and quells rioters or other unruly disturbances;
- Escorts funerals, parades and other public processions;
- Watches for stolen cars and wanted or missing persons;

- Makes investigations and enforces City and State laws pertaining to juvenile offenders;
- Answers criminal complaints and takes necessary corrective action;
- Gives advice on laws, ordinances and general information to the public;
- Provides emergency first aid as required;
- May be assigned to undercover or plainclothes investigative tasks;
- Serves as crime laboratory officer, collecting and evaluating evidence, taking and processing photographs, etc.;
- Serves as drug custody coordinator;
- Interviews applicants for positions and conducts additional interviews of references and others familiar with applicants' background;
- Classifies police incident reports in accordance with uniform crime code;
- Operates motorcycle, radio patrol car, patrol wagon or police copter as required;
- Writes reports and testifies in court as required;
- Acts for Corporal or Sergeant in their absence as required.

Required knowledge, skills and abilities

Some knowledge of Federal, State and City laws; good social and general intelligence; ability to understand and carry out complex oral and written instructions; ability to drive an automobile or a motorcycle; some skill in the use of firearms; good judgment; good powers of observation and memory; excellent moral character; physical strength and agility.

Acceptable experience and training

Completion of a standard high school course and preferably possession of an associate degree in job-related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements

Possession of certificate of satisfactory completion from the Maryland Police Training Commission. Radar Certification. Intoximeter Certification. Firearms Certification.

Americans with Disabilities Act

Physical ability: Ability to lift and/or move heavy objects or persons weighing from 150 to 300 pounds in the course of rescue activities; ability to physically restrain persons in the course of law enforcement activities; ability to give chase on foot in the course of law enforcement/criminal apprehension activities; ability to withstand working outside in all extreme weather conditions.

Visual ability: Sufficient to operate a police vehicle both day and night, to observe criminal actions taking place, to observe traffic violations taking place, to read and write reports, correspondence, etc.

Hearing ability: Sufficient to understand radio transmissions and conversation with other individuals both in person and over a telephone.

Speaking ability: Sufficient to communicate effectively with other individuals in person, over a telephone and or radio. Freedom from mental disorders which would interfere with performance of duties as described.

Application process

Candidates must complete a City of Annapolis application form. The application must be postmarked, or received in the City of Annapolis Department of Human Resources office by 4:30 p.m. on the closing date. Incomplete applications will not be considered.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.